

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Dept. Of Agriculture		9. Position No K0067417.	10. Budget Program Number 046/68000	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Chemist II	
3. Division Laboratories			12. Proposed Class Title	
4. Section Pesticide	For Use By Personnel Office	13. Allocation		
5. Unit		14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved	
7. (circle appropriate time) <u>Full time</u> <u>Perm.</u> Inter. Part time Temp. %		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 <u>AM/PM</u> To: 5:00 <u>AM/PM</u>		17. Audit Date: By: Date: By:		

Agency
Number

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)		
Name	Title	Position Number
Delbert Smith	Chemist III	K0109250

Who evaluates the work of an incumbent in this position?		
Name	Title	Position Number
Delbert Smith	Chemist III	K0109250

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position is given wide latitude to accomplish the assigned samples. The incumbent is trained to be familiar with practices and methods of the chemical laboratory. The pesticide supervisor assigns samples as they are received and provides a folder of information describing the necessary work.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
	This position employs an advanced chemical professional to perform complex chemical/instrumental analysis to determine pesticide residues in environmental matrices and analyzes pesticide products for label guarantees.
1 50%	Analyzes samples for the presence of pesticide residues and pesticide products for label guarantees. Documents sample preparation, extraction, cleanup, instrumental responses and writes a comprehensive and scientifically accurate report. The report is reviewed by the Section Supervisor and Laboratory Director and the review focuses on the appropriateness of the method used, the completeness of documentation and the success of the quality control elements of the methodology.
2 20%	Validates, documents and implements improvement of pesticide residue and formulation analyses. Conducts method development and validates new and existing methods by conducting method studies to establish pesticide extraction effectiveness, limit of detection, matrix applicability and participates in inter-laboratory performance audits.
3 15%	Maintains analytical instruments and equipment. Calibrates, repairs and cleans analytical instruments following established standard operating procedures. Trains other Pesticide personnel in the procedures for maintaining the analytical instruments.
4 5%	Authors and reviews standard operating procedures.
5 5%	Participates in the safe and efficient operation of the laboratory while promoting a harmonious, cooperative work environment by setting a professional role model, following agency attendance policy, complying with the dress code and serving as a mentor to fellow co-workers.
6 5%	Performs other duties as assigned.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
 () Lead worker assigns, trains, schedules, oversees, or reviews work of others.

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- () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

N/A

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Errors in pesticide residue analysis would effectively inhibit enforcement of the pesticide program laws.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

The employee makes occasional courtroom and administrative hearing appearances to give testimony for support of regulatory law enforcement. Occasionally, the employee will contact EPA or FDA officials to obtain new methodology or to gain understanding of an established method.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Some of the pesticides or other chemicals are carcinogenic, fire hazards, explosion hazards, inhalation and dermal exposure hazards. Safety practices must be followed for the safety of the employee and co-workers.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Bachelor's degree and any combination of the following to equal two (2) years: Experience in chemistry and/or Education in chemistry.

Education or Training - Special or professional

N/A

License, certificates and registrations

N/A

Special knowledge, skills and abilities

Knowledge of the principles and practices of chemistry. Knowledge of laboratory methods and modern, instrumental, analytical techniques such as gas or liquid chromatography, atomic absorption chromatography. Knowledge of the operation, maintenance, and repair of complex laboratory instruments. Knowledge of laboratory quality control procedures and appropriate statistical methods. Ability to use complex laboratory instruments. Ability to perform various tests, adapt techniques as required, and to perform complex computations. Ability to assist in the development of new or improved methods/techniques to be used in laboratory analysis. Ability to prepare scientifically accurate and thorough reports. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with others.

Experience - Length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

N/A

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date